

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7019023  
 POSITION NO: 949399  
 POSITION TITLE: Head Start Student Transportation Supervisor

DATE POSTED: 08/04/14  
 CLOSING DATE: 08/18/14

DEPARTMENT NAME / WORKSITE: DOE/Navajo Head Start, Window Rock, AZ  
 WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AA64A  
 WORK HOURS: 40 hrs/Week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 19.79 PER ANNUM  
 SEASONAL:  DURATION : \_\_\_\_\_ \$ 41,163.20 PER HOUR  
 TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes and supervises the transportation services for Head Start and Early Head Start including fleet services and operations; ensures safe and efficient student transportation services; monitors fleet and bus service maintenance and inspections; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for transportation and fleet services; develops and implements internal control mechanisms to maintain program accountability and transparency; assists in the development of corrective action plans to address non-compliance, violations and deficiencies in regards to fleet services meets with management team and provides technical assistance and support to ensure program effectiveness; develops and manages budgets, contracts, special projects and proposals monitors expenditures. Arranges for repairs, maintenance and annual inspections of all school buses and program vehicles; monitors fleet services maintenance and inspections; performs ongoing monitoring of federal and state transportation regulations including evacuation drills, ride-along, pre and post trip inspections; maintains and monitors records of assigned buses, fuel expenditures and routine maintenance and costs, driver training and current driving status, safety equipment; completed required reports; provides training and technical assistance for fleet personnel in accordance with state, tribal and federal regulations; arranges functional bus routes and ensures bus loading zones are safe for children; ensures all safety equipment is in vehicles at all times. Hires, trains, supervises and evaluates the performance of bus drivers and assigned staff; assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; ensures driver's license (CDL), Navajo Nation vehicle operator's permit, annual certifications; maintains accurate records/documentation of bus driver training, licensing, testing, physical examinations, driving record, etc.; monitors fire and bus evacuation drills and ensures that drills are conducted; responsible for documenting program services and activities for maintaining safety precautions of transportation and fleet services; may act as substitute bus driver or provide transportation for field trips as needed; attends meeting, training and professional development activities; may perform special projects as assigned by the Head Start Support Services Manager or Assistant Superintendent.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and four (4) years of administrative experience in student transportation or fleet management which two (2) years directing, planning and operations activities.

**Preferred Qualifications:**

- An Associate's degree in Business, Automotive Technology or related field.
- Five (5) years of senior level fleet maintenance and repair experience.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; State and local regulations governing the transportation of children to and school; Budget and reporting systems, program analysis and perform analysis and performance measures; quality improvement processes, protocols, changes and updated to vehicle maintenance and repair. Skills in developing and executing documents and reports, goals and objectives and program performance measures; making decisions and problem solving in many areas including supervisory issues; managing staff and complex internal relationships, maintaining open communication and effective working relationship, maintaining open communication and effective working relationships; providing advise and direction to subordinate managers, supervisors and staff; prioritizing, scheduling, assigning and reviewing work; safely instructing others in proper use and applications of a variety of technical equipment and and tools utilized in the repair and maintenance of fleet vehicles'; researching, analyzing interpreting technical manuals and resources. Ability to determine and prioritize demanding workload; Ability to handle highly stressful and sensitive situations in a professional manner and interpret and implement complex policies and regulations.

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**